

Date 27 Feb

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3. <u>Joan</u>		
4.		
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28 February 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (21 - 27 February 1985)

A. PROGRESS ON ACTION ITEMS

1. Component Survey. Chief, Information Resources Management Division (IRMD), representatives of IRMD, and the DS&T Records Management Officer met with the Director of Research and Development (D/ORD), the ORD RMO, and other members of his staff to discuss an OIS survey of ORD's information handling and records management practices. The IRMD representatives discussed the rationale for these surveys, the benefits that could accrue, and the procedures followed in conducting a survey. D/ORD was agreeable to a survey of his office and identified a particular problem involving organizing and keeping track of Vu-Graphs. The ORD survey will begin on 11 March and is scheduled to be completed on 15 April.

2. Information Services Centers. On 25 February, OIS assumed management responsibility for the OC/OL Information Services Center (OC/OL/ISC). Chief, IRMD/ICB, who has overall supervisory responsibility for the information services center program spent the day there planning OC/OL/ISC's operation and support functions. With the establishment of OC/OL/ISC, OIS can provide independent records management officers for OC and OL. We hope to separate records management functions from registry operations wherever possible so that records management officers can more efficiently accomplish information management objectives.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Officially Released Information System. OIS has learned that the Agency Comptroller has requested proposals for applications that would use optical disk (BIOSTAR) technology. The proposals are being prepared by the Office of Current Reference and the Office of Development and

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Engineering and will include the Officially Released Information System (ORIS). Other proposals include applications from SE Division, Directorate of Operations, and the Foreign Broadcast Service. If the Comptroller decides that the proposals have merit, he will submit the proposals to the Executive Committee for approval. If the ORIS proposal is approved, a stand-alone prototype would be delivered in FY 1986-87.

2. Micrographics Management. Representatives from IRMD joined other Agency representatives at an Eastman Kodak briefing on the Kodak Image Management System (KIMS). KIMS records images on roll microfilm, with a computer index. Two hundred rolls of film are stored in a Film Autoloader for retrieval on demand. The retrieved film image is electronically scanned, digitized, and transmitted to a high resolution display station. Hard copy prints can be made from a laser printer. The system is modular and expandable. Initial systems should be available in June 1986. Future plans include the addition of a document scanner/microfilmer and optical disk recorder/player. IRMD will continue to monitor the development and performance of this system for possible Agency application.

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C. SCHEDULED ACTIVITY

On 8 March, the Deputy Director, OIS, will chair the first meeting of a task force that will examine a proposal to establish a focal point to record CIA information officially released to the public. Representatives from each directorate and the DCI area will attend.

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MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report (20-26 February 1985)

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1. Chief, CRD and [] of CRD met with []
[] IMS/DO and two of his employees involved with OSS records,
[] The objective was to work
out a method of how to store and record the last bit of material being
withheld from the review and accessioning of permanent OSS records. It
was agreed that IMS will ask for a new job number from the Records Center
and all withheld OSS records, beginning with the Withdrawal Notice Number
556, will be stored under the new number. The review and inspection of
OSS permanent records should be completed in about one year. CRD will
have to correct the data input for all those entries beginning with number
556 so they will show the right job and box number.

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2. [] joined the CRD staff this week bringing the
CRD personnel total to eleven. On another personnel note, []
completed the Advanced Intelligence Seminar and returned to work.

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[]
C/CRD

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26 February 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Acting Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 20-26 February 1985

A. PROGRESS ON ACTION ITEMS

1. Component Survey. Chief, IRMD, [REDACTED] Chief, Information Control Branch (ICB), [REDACTED] ICB, and [REDACTED] DS&T Records Management Officer, met with [REDACTED] Director of Research and Development (D/ORD), [REDACTED] ORD RMO, and other members of his staff to discuss an OIS survey of ORD's information handling and records management practices. The IRMD representatives discussed the rationale for these surveys, the benefits that could accrue, and the procedures followed in conducting a survey. [REDACTED] was agreeable to a survey of his office and identified a problem in organizing and keeping track of vu-graphs that he would like addressed. The ORD survey will begin on 11 March and will be completed within a six-week period. [REDACTED] will be the principal division officers responsible for this survey with active support from [REDACTED]

2. Information Services Centers. On 25 February, OIS assumed management responsibility for the OC/OL Information Services Center (ISC). [REDACTED] was appointed as its chief. Chief, ICB, who has overall supervisory responsibility for the ISC, spent the day there planning with [REDACTED] the ISC's operation and support functions and getting acquainted with its personnel. Establishing the ISC has enabled us to provide independent records management officers for OC and OL. We hope to separate records management functions from registry operations wherever possible so that records management officers can accomplish information management objectives.

3. Information Security. [REDACTED] Information Management Branch (IMB), prepared a letter for DDA signature to the Director, Information Security Oversight Office, explaining why the Agency's original classification decisions increased by 15 percent in FY 1984. We believe the increase is primarily a result of new programs and projects in the Agency that are not yet covered by the National Security Classification Guide, [REDACTED] which was published in August 1982. IMB will be updating [REDACTED] this year to include items that cover these programs and projects.

4. TRIS. [REDACTED] Office of Information & Technology (OIT) RMO, met with [REDACTED] Chief, Information Technology Branch (ITB), and [REDACTED] and [REDACTED] ITB, to discuss the implementation of TRIS in OIT. The OIT registries at [REDACTED] will be sharing the OIT Headquarters registry private file in TRIS. This sharing will eliminate redundant recordkeeping.

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[redacted] ICB, is conducting an inspection of current SOVA procedures for maintaining Top Secret collateral documents. During his review of office procedures at [redacted] problems in accounting for large volumes of documents were identified. In a followup visit to offices in Headquarters Building, SOVA document holdings will be sampled for comparison to OIS records. A report to SOVA will then be prepared noting any discrepancies and recommending appropriate actions.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

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1. Component Consultation. Deputy Chief, IRMD, Chief, ICB, and [redacted] ICB, met with representatives of the Arms Control Intelligence Staff (ACIS) to discuss a possible OIS survey of ACIS information handling and records management practices. ACIS is experiencing problems that seem to stem mainly from poor filing procedures. The IRMD representatives recommended alternative methods for dealing with these problems and suggested that ACIS work with the O/DDI and DDI RMOs to address them, inasmuch as the problems were not wide enough in scope to warrant a full-scale survey. IRMD offered its services in support of the DDI RMOs if needed.

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2. Upward Mobility. [redacted] ICB, and [redacted] ICB, represented OIS at the DA Career Day Seminar and answered questions from interested employees about the position in the Ames Building ISC that OIS is offering for the 1985 Upward Mobility Program. There seemed to be limited applicant interest in this position.

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3. ADP Support. [redacted] ITB, met with [redacted] of IPD to discuss problems with the IPS Status Menu. Several options were suggested for IPD to consider, one being to revert to the old IPS menu. We are awaiting IPD's decision on this issue before taking further action.

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4. Micrographics Management. [redacted] IMB, joined other Agency representatives at an Eastman Kodak briefing on the Kodak Image Management System (KIMS). KIMS records images on roll microfilm, with a computer index. Two hundred rolls of film are stored in a FILM Autoloader for retrieval on demand. The retrieved film image is electronically scanned, digitized, and transmitted to a high resolution display station. Hard copy prints can be output from a laser printer. The system is modular and expandable. Initial systems should be available in June 1986. Future plans include the addition of a document scanner/microfilmer and optical disk recorder/player. We will continue to monitor the development and performance of this system for possible Agency application.

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5. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 26 additions, 4 changes, and 8 deletions.
ARCINS:	Jobs keyed: 5 consisting of 143 entries. (Computers down 39 hours during week.) Title searches: 2.
Reference:	Serviced 1,871 requests for records.
Accessions:	Received 16 jobs totaling 122 cubic feet.
Disposition:	Transferred 120 cubic feet of material to the hammermill for destruction.
Special Runs:	Two to DO.

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26 February 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 20 February
through 26 February 1985

1. RPD is currently processing 101 jobs. Among the proposed issuances received for processing during the past week was an Employee Bulletin providing all employees with updated information concerning the status of Federal retirement programs as the 99th Congress considers a number of proposals which, if passed into law, would significantly change the structure of Agency retirement. Also received this week was a notice which emphasizes the responsibility of Agency managers and supervisors to manage effectively the resources and activities of the Agency with regard to overtime work and compensation. [REDACTED]

[REDACTED]

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